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UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

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No. 002

Job vacancy

January 21, 2011

OPEN TO: All Colombian Citizens

POSITION: ACQUISITION ASSISTANT- OFFICE OF ACQUISITION AND ASSISTANCE (0011860C)

OPENING DATE: Friday, January 21, 2011

CLOSING DATE: Friday, February 4, 2011

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC-9 Col. Ps. \$54,010,864.00-
Col. Ps. \$89,117,920.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Recursos Humanos-Vacante". The form may be requested via e-mail at: BogotaHR@usaid.gov

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Carrera 45 No. 24B-27
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Acquisition Assistant in the Office of Acquisition and Assistance (OAA).

BASIC FUNCTION OF POSITION

This position is located in the Contracts Office (CO), USAID/Colombia, Bogotá. The primary purpose of this position is to perform an overwhelmingly huge volume of contract administrative actions including salary recommendations of contractors' employees, sub award recommendations, and administrative modifications, as well as tracking and processing duties, including pre and post-award phases of contracts, grants, cooperative agreements and other acquisition instruments, in support of the COs. The incumbent also provides assistance to the Contracts Office Team by monitoring and tracking acquisition actions, processing and verifying documentations, preparing reports and assembling information. The incumbent also coordinates and maintains effective liaison with USAID/Colombia staff regarding acquisition and assistance activities. Participates in Team meetings to assist in planning for procurements to avoid problems or delays. Reviews and recommends approval or revision of Modified Acquisition and Assistance Requests (MAARDs) or requisitions in Global Acquisition and Assistance System (GLAAS); reviews or drafts scopes of work (SOW); drafts requests for proposals or applications; performs cost and price analysis; assists in analyzing the proposals or quotes received; drafts contracts and contract amendments; drafts memoranda of negotiations and other required documentation. Assists in maintaining contract files and records, drafting reports and closing out contracts which have ended.

MAJOR DUTIES AND RESPONSIBILITIES

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer focus, 2. Results orientation, 3. Empowerment and accountability, 4. Teamwork and participation, and 5. Valuing Diversity.

1. Performing successfully a wide range of acquisition and assistance functions in support of assigned; perform contract support tasks such as assembling product and price data for negotiations, reporting on contractors' performance under previous contracts, preparing correspondence related to contract management and inputting contract/grant information into data management systems. Assembling solicitation packages: Requests for Proposals (RFP), Requests for Quotations (RFQ), Request for Applications (RFA), and Commercial Item solicitations. Analyzing proposals for conformity with the solicitation. Selecting the appropriate provisions for inclusion in contracts, as well as assisting with Closeouts.
2. Assisting in negotiating contractors' personnel salaries and processing clearance requests for personal services requirements; Making sound, informed recommendations to the contracting officer on the appropriate actions needed to be taken or solutions to overcome contractual problems; review and approval recommendation of sub awards under institutional mega contracts. Performing cost analysis of proposed budget estimates. Assisting in negotiating acquisitions and assistance with U.S.-based, as well as local and international firms. Documenting recommendations and decisions through memorandums of negotiations, correspondence, e-mails and memos to the file.
3. Advising contractors, client technical staff as well as Host Country officials on contract laws, rules and policies applicable to contracts and grants. Learning about the technical aspects of the portfolio he/she is supporting to permit full participation as a member of the implementing team. Continuously reviewing and updating his/her knowledge of the professional field of procurement, particularly in terms of the frequently changing rules and regulations issued by USAID.
4. Participating as a Core Team Member on multiple Mission Technical Teams covering different development sectors and advises Mission and Technical Team management on the interpretation and application of acquisition and assistance activities. Recommends procurement and financing alternatives and preferable types of contracts to best achieve Technical Team goals.
5. Performing other related tasks as assigned, to include helping others with Global Acquisition and Assistance System (GLAAS).

DESIRED QUALIFICATIONS

a. Education:

A Bachelor's degree in a relevant field such as business administration, economics, finance, marketing, commerce, accounting, international trade, industrial management, law or other related fields.

b. Prior Work Experience:

From five to seven years of progressively responsible, professional experience in contracting, procurement, business administration and related field in public or private sectors.

c. Post Entry Training:

Training in cost analysis, USG acquisition courses and contract law, grants management, Simplified Acquisition Procedures, Federal Grants, Federal Business Opportunities, Contracts Administration and Contracting in Competition Act, when available. Buyer training in Global Acquisition and Assistance System (GLAAS) and classes towards Federal Acquisition Certification in Contracting (FAC-C) Level I.

d. Language Proficiency:

Level IV (fluent) English and fluent Spanish are required.

e. Knowledge:

A thorough knowledge of business processes in public or private sectors. Must have a specialized knowledge of: (a) computer spreadsheet applications and other Microsoft Office applications; (b) analyzing and organizing large amounts of detailed information, such as cost factors, as relates to requirements presenting results in writing and orally in a clear and concise manner. Must have knowledge of host country socio-economic conditions. Must have basic understanding of project monitoring and management.

f. Ability and Skills:

Demonstrated ability to organize office business projects actions effectively; ability to apply regulations and procedures (public and private) to relevant working field. Must possess tact and diplomacy and strong interpersonal skills to work as a team member and to interact with USAID staff and working level Colombian officials, implementers and Embassy staff and to have the flexibility to adapt to changing priorities. Must have the ability to clarify issues and to resolve problems as well as the ability to work with minimum supervision. Requires ability to learn computer software applications and ability to learn and use USAID Acquisition and Assistance regulations and procedures and to understand USAID handbooks, USAID/Colombia Mission Orders and related documents.

POSITION ELEMENTS

a. Supervision Received:

The supervisor of the described position is a Supervisory Contracting Officer (CO), and, in the absence of the Supervisory CO, supervision is provided by the Acting Supervisory CO in the Office.

b. Available Guidelines:

Federal and A.I.D. Acquisition Regulations (FAR and AIDAR), ADS, Embassy Administrative Notices, Mission Orders and Acquisition and Assistance Policy Directives (AAPDs).

c. Exercise of Judgment:

The incumbent must demonstrate sound, professional judgment in the performance of this job. The incumbent must be able to recommend appropriate actions to the Contracting Officers based on the reasonableness of the business decision, compliance with applicable rules and regulations as well as other factors identified and articulated by the applicant. The incumbent will be expected to exercise initiative and independent judgment in identifying and resolving issues, in consultation with the Supervising CO. The incumbent must also demonstrate sound judgment regarding a range of activities such as prioritizing workload, handling of unclassified documentation, taking action on correspondence as directed by Contracting Officers, preparing draft responses to communications, and distribution of communications and reports.

d. Authority to Make Commitments: None.

e. Nature, Level and Purpose of Contacts:

Contacts will be primarily with the Mission's American and FSN employees and other USAID Missions in the region, mid- and high-level officials of various other U.S. Government agencies, host government officials, as well as U.S./local contractors and local voluntary agency officials. Contacts are also made with a number of international offices/embassies in Colombia for obtaining or distributing information and technical publications.

f. Supervision Exercised: This is a non-supervisory position.

g. Time Required to Perform Full Range of Duties: One year.

SELECTION CRITERIA

40 points: Demonstrated work experience in organizing and analyzing business administration related projects with involvement of national and international partners in public or private sectors. Demonstrated thorough knowledge of business administration matters.

35 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills. Demonstrated ability to analyze complex information and prepare succinct, professional quality analytical pieces and make oral presentations.

15 points: Evidence of strong English/Spanish writing and oral skills. Technical exercise including writing sample and budget analysis will be required of individuals who reach interview stage.

10 points: Strong technical education background or specialization on contracting and procurement functions, including budget analysis and monitoring.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY FRIDAY, FEBRUARY 4, 2011 NOT LATER THAN 4:00 P.M. EASTERN STANDARD TIME.

It is the policy of the Agency for International Development to provide equal opportunity in employment for all *people*; to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation; and to promote the full realization of a diverse workforce and equal employment opportunity through a continuing diversity enhancement program in the Agency.